

LEADERS AND MANAGERS

An Exercise

The distinctions between leaders and managers are conceptual. They may be difficult to apply to your life without specific examples. In order to visualize clearly the distinction between manager and leader it is useful to picture people you know in these roles. Look to your own organization, corporation, agency, school, or primary identification group for people to consider.

Directions: Fill in the missing information under each column that describes the role of the manager or leader. Next, use blank spaces 14-19 to describe other distinctions you have observed between managers and leaders.

Chart of Distinctions Between Manager and Leader

MANAGER	LEADER
1. Administer	Innovates
2. Is a copy	Is an original
3. Maintains	Develops
4. Accepts reality	Investigates reality
5. Focuses on systems and structure	Focuses on people
6. Relies on control	Inspires trust
7. Has a short-range view	Has a long-range perspective
8. Asks how and when	Asks what and why
9. Has eye always on the bottom line	Has eye on the horizon
10. Imitates	Originates
11. Accepts status quo	Challenges status quo
12. Is classic good soldier	Is own person
13. Does things right	Does the right thing
14.	
15.	
16.	
17.	
18.	
19.	

EXAMPLES OF LEADERS AND MANAGERS

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Chart of Distinctions Between Manager and Leader

MANAGER	LEADER
1. Administer	1.
2. Is a copy	2.
3.	3. Develops
4. Accepts reality	4.
5.	5. Focuses on people
6. Relies on control	6.
7. Has a short-range view	7.
8.	8. Asks what and why
9. Has eye always on the bottom line	9.
10. Imitates	10.
11.	11. Challenges status quo
12. Is classic good soldier	12.
13.	13. Does the right thing
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3.	3. Develops
4. Accepts reality	4.
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8.	8. Asks what and why
9. Has eye always on the bottom line	9.
10. Imitates	10.
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MANAGER	LEADER
1. Administer	1. Innovates
2.	2. Is an original
3. Maintains	3.
4. Accepts reality	4.
5.	5. Focuses on people
6.	6. Inspires trust
7. Has a short-range view	7.
8. Asks how and when	8.
9.	9. Has eye on the horizon
10. Imitates	10.
11. Accepts status quo	11.
12.	12. Is own person
13. Does things right	13.
14.	14.
15.	15.
16.	16.
17.	17.
18.	18.
19.	19.